

**A participative approach to curriculum development for adults in addiction recovery across the European Union**

**www.recoveu.org**

**Facilitation Pack Section 1 (Final):**

**Delivery Guidelines**

**This forms part of Deliverable 8.3: Final Facilitation Pack**

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# INTRODUCTION

The purpose of this document is to provide guidelines for use of the RECOVEU ‘Access to Learning’ course materials and the procedures to be followed during their delivery. These *Delivery Guidelines* accompany two other sections of the *Facilitation Pack* that (1) present an overview of the RECOVEU course content, and (2) present a set of Evaluation Tools designed to support trainers to assess the effectiveness and impact of the learning activities. Additional supporting activities and guidance for trainers delivering the course materials and Evaluation Tools are available in the *Train the Trainers Module*.

**Please refer to the *Facilitation Pack Section 2 (Final): Course Pack* for an overview of the RECOVEU course materials.**

**Please refer to the *Facilitation Pack Section 3 (Final): Evaluation Toolkit* for the Evaluation Tools and guidelines for their use.**

**Please refer to the *Train the Trainers Module* for additional activities and guidance on delivering the RECOVEU course materials and Evaluation Toolkit.**

**All RECOVEU documents and course materials can be found on the RECOVEU website:** [**www.recoveu.org**](http://www.recoveu.org)

The following sections present a number of suggested guidelines for delivery. However, these are only suggestions and trainers are free to vary the specific mode of delivery depending on the specific needs of participants involved in the programme.

# GUIDELINES FOR DELIVERY

## Selecting the Team Delivering the RECOVEU Course

It is recommended that trainers delivering the RECOVEU course are professionals with extensive experience of working with marginalised adults and those in the field of addiction recovery. Specific skills needed are:

* Experience in planning and preparing a training session.
* Techniques and skills for facilitating a positive atmosphere.
* Experience in the processes of providing a training session (e.g. lecturing and facilitating).
* Techniques in organising role-playing games, brainstorming, etc.
* Self-critical awareness about personal training/facilitation style.
* Techniques for monitoring and evaluating the success of a course and using the tools.

## Selecting the Participants

The course has been developed for adults in addiction recovery who would like to move towards further learning, including higher education. However, RECOVEU has been designed to be used with service users of any educational level. It is anticipated that participants on the course will be age 18 or over and in self-defined recovery (this may mean total abstinence or controlled use).

## Preparing for the Course

Trainers should become familiar with the modules, units and materials. They should prepare the lessons keeping in mind the necessity to adapt training materials to participants’ needs.

During the preparation, it is important to remember that:

* In any session there may be unforeseen events, e.g. the participants may wish to have additional input, or longer discussions on certain topics or additional exercises.
* Exercises generally take twice the time you think they will.

## Deciding on the Time and Location

* The course lasts 20 hours, organised in five modules. Each module is subdivided into two sections: Core and Culture-Specific; each is composed of four units (two per section); the duration of each unit is one hour, for a total of four hours per module.
* A break between the two sections can be useful to facilitate concentration.
* As far as possible, schedule days that are convenient for the participants and be responsive to participants’ life circumstances.
* The classroom should be equipped for the course and be quiet and comfortable for participants.

Please note that depending on participants’ needs, more time might need to be allowed for the delivery of some modules/units (for example, where participants taking *Module 1: Digital Literacy* might have limited computer skills).

Note also that online access is required to access the course videos.

## Delivering the Course

It is suggested that trainers use the Facilitation Pack in the following ways:

* *Facilitation Pack Section 1 (Final): Delivery Guidelines*:
* For the trainer to refer to – NOT to be given to participants.
* *Facilitation Pack Section 2 (Final): Course Pack*:
* One hard copy for each participant to be given out at the beginning of the course.
* The trainer may also want to print out any additional PowerPoints or worksheets as identified in the Course Pack or in the *Train the Trainers Module*.
* *Facilitation Pack Section 3 (Final): Evaluation Toolkit*:
* For the trainer to evaluate the effectiveness and impact of the course.

It is strongly recommended that trainers also refer to the *Train the Trainers Module* before embarking on delivering the RECOVEU course materials to participants. This module provides training in effective delivery of the course, together with additional educational activities, pedagogies, and supporting materials that are designed to secure maximum impact and adaptability. The module is therefore aimed at providing trainers with all the knowledge and resources needed to deliver and evaluate the course.

* In support of their delivery of the course, the trainer may want to print out PowerPoints or worksheets identified in the *Train the Trainers Module* as required.

A Registration Form, Attendance Sheet and Certificate of Attendance are provided for use as required (see Annexes 1, 2 and 3).

For optimal benefit of the course and ease of delivery, it is suggested that an Induction Session and a Follow-Up Session are incorporated into the course:

* Induction Session – to be run prior to the start of the course and be used to (1) explain the goals of the course and the activities planned, (2) complete the Registration Form/Attendance Sheet as required, (3) introduce the *Ice-Breaker Activities* (see the *Train the Trainers Module*), and (4) administer the pre-course Psychological Evaluation Tools should they be used (see the *Evaluation Toolkit*).
* Follow-Up Session – to be run after the course has finished and be used to (1) administer the post-course Psychological Evaluation Tools should they be used, (2) obtain any other feedback on the course as required, and (3) present participants with the Certificate of Attendance.

Please note that the Module Feedback Forms given in the Evaluation Toolkit are provided to obtain feedback on individual modules and are designed to be delivered at the end of each module (and before the start of the next module).

# Annex 1 – Registration Form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| First Name |  | | | |
| Surname |  | | | |
| Gender | Male | | Female | |
| Date of Birth |  | | | |
| Highest educational qualification |  | | | |
| Ethnicity |  | | | |
| Country of Birth |  | | | |
| Are you a citizen of one these countries? | United Kingdom | Cyprus | | Romania |
| Italy | Ireland | |  |
| Other (please state) | | | |
| Address |  | | | |
| Phone Number |  | | | |

**Signed** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Annex 2 – Attendance Sheet

**Module**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
|  | **Participants’ Name** | **Participants’ Signature** |
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**Trainers:**

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# Annex 3 – Certificate of Attendance

**Certificate of Attendance**



This is to certify that

**INSERT NAME OF PARTICIPANT**

has completed the

**RECOVEU ‘Access to Learning’ Course**

Delivered by INSERT NAME OF ORGANISATION

(X hours)

INSERT DATE/S OF COURSE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trainer Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signed

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